



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

January, 1999

Pre-employment Testing

The U. S. Bureau of the Census is testing for positions that will be based out of Des Plaines, IL. The testing will take place 1/29/99 at 1 p.m. and 2/3/99 at 7 p.m. at the Bureau of the Census office in Des Plaines at 950 Lee Street Room 104;

Applicants need to bring either a driver's license or state ID **AND** a social security card. A U.S. Passport can be used in lieu of the license/state ID and social security card. Positions require U.S. citizenship, car, driver's license and access to a phone.

Position Descriptions

Assistant Manager for Field Operations: Demonstrated ability to supervise or manage work assignments and priorities, conduct individual and group training sessions, monitor progress and completed work assignments, analyze progress of operations using computerized summaries of operations, and take corrective action.

Assistant Manager for Administration: Demonstrated ability to supervise or manage administrative activities such as personnel, payroll, supply and materials requisitioning, and financial expenditures.

Assistant Manager for Recruiting: Demonstrated ability to supervise or manage recruitment which includes testing and selecting applicants, maintaining public relations with the news media, local/tribal government officials and other employment sources to promote community cooperation, and generate support for the recruitment efforts.

The written test is 1 hour long but the whole application process takes about two hours. Pay Range for all positions: \$19.00 - \$21.50 per hour
For information call 1-847-294-0540

HOW TO APPLY: Each applicant for Census Bureau employment must take a written test to assess supervisory and basic skills.

The U.S. Census Bureau is an Equal Opportunity Employer